

Postville CSD Postville EA

7/1/2006 6/30/2009

# **MASTER CONTRACT**

**BETWEEN**

**THE POSTVILLE EDUCATION  
ASSOCIATION**

**AND**

**THE POSTVILLE COMMUNITY  
SCHOOL DISTRICT**

**FOR THE**

**2006-2007 SCHOOL YEAR  
2007-2008 SCHOOL YEAR  
2008-2009 SCHOOL YEAR**

## TABLE OF CONTENTS

	<u>Page</u>
Article I Preamble.....	3
Article II Recognition.....	4
Article III Grievance Procedures.....	5
Article IV Association Privileges.....	8
Article V Dues Deduction.....	9
Article VI Wages and Salaries.....	11
Article VII Supplemental Duties.....	14
Article VIII Insurances.....	15
Article IX Leaves of Absence.....	18
Article X Holidays.....	23
Article XI Reduction of Staff.....	24
Article XII Physical Fitness Qualification.....	27
Article XIII Safety Provisions.....	28
Article XIV Evaluation Procedures.....	29
Article XV Transfer Procedures.....	32
Article XVI Hours of Work.....	33
Article XVII Separability, Printing, Notices, and Duration.....	34

## SCHEDULES

A. Grievance Form.....	36
B. Dues Deduction.....	37
C. Salary Schedule.....	38
D. Supplementary Salary Schedule.....	39
E. Family Sickness Form.....	40
F. Contract Addendum.....	41
G. Shadow Schedule.....	42
H. Benefit Payment.....	43
I. Nurse Salary Schedule.....	44

## **ARTICLE 1**

### **PREAMBLE**

The Board of Directors of the Postville Community School District, and the Postville Education Association, recognize that the goal of the public schools is to provide a quality educational program for the children and youth of the Postville Community School District. These parties also recognize that the attainment of this educational objective is dependent in large measure upon the competency of the professional teaching staff, working together with the Board of Education, the administrative staff, the parents of the students who attend school, and community at large.

Whereas, the first two parties referred to above have reached certain understandings, which they desire to confirm in this Agreement, it is agreed as follows:

## **ARTICLE II**

### **RECOGNITION**

The Board of Directors of the Postville Community School District, hereinafter referred to as the "Board", recognizes the Postville Education Association, hereinafter referred to as the "Association", as the sole and exclusive bargaining representative for all employees as set forth in the PERB certification instrument (Case No. 730) issued by the PERB on the 24<sup>th</sup> of June, 1976. Such representation shall cover newly created professional positions unless both parties agree in advance that such positions are principally supervisory or administrative.

The unit described in the above certification is as follows:

Included: All full-time certificate classroom teachers, and all regular part-time classroom teachers, guidance counselor(s), librarian(s), and school nurse(s).

Excluded: Superintendent, principals, athletic director, all other not included above, and those excluded by Section Four (4) of the PERB act.

## **ARTICLE III**

### **GRIEVANCE PROCEDURE**

#### **A. DEFINITION**

A grievance is a claim by an employee, or group of employees, that there has been a violation, misinterpretation, or misapplication of any provision in this Agreement.

#### **B. APPLICATION**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of procedure.

The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. The time limits may, however, be extended by mutual agreement.

The school district shall not be required to process any grievance beyond level one (informal) unless it is submitted on the proper form as listed in Schedule A.

In the event a grievance is filed at such time that it cannot be processed through the maximum extension of the steps in this grievance procedure by the end of the school year, every effort shall be made by the parties involved to expedite the grievance procedure process.

It is agreed by both parties to make every effort to avoid interference with or interruption of the instructional program in the handling or processing of any grievance.

#### **C. PROCEDURES**

##### **1. Level One – Principal (Informal)**

Any employee with a potential grievance shall notify his/her principal in writing ten (10) school days from the date of the occurrence of the event giving rise to the potential grievance. An attempt shall be made to resolve any grievance in informal verbal discussion between the aggrieved party and his/her principal or designee. If the potential grievance still exists ten (10) school days after the notification of the principal, the aggrieved party may invoke the formal grievance procedure by filing of the formal, written grievance on the form set forth in Schedule A.

2. Level Two – Principal (Formal)

The appropriate principal or designee shall indicate his/her disposition of the grievance in writing within five (5) school days of the presentation of the formal grievance: one copy to the aggrieved party, one copy to the Association, and one copy to the Superintendent.

If the aggrieved party or the Association (PEA President and Vice-President, or Grievance Committee Chairperson) is not satisfied with the disposition of the grievance, or if no disposition has been made within the five (5) school day period, the grievance shall be transmitted to level three.

3. Level Three – Superintendent

The Superintendent, or his/her designee, shall meet with the aggrieved party and the Association (PEA President and Vice-President, or Grievance Committee Chairperson) within seven (7) calendar days of receipt of the grievance. Within ten (10) school days of receipt of the grievance, the Superintendent or his/her designee shall indicate his/her disposition of the grievance in writing: one copy to the aggrieved party, one copy to the Association, and one copy to the principal.

If the aggrieved party or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within the ten (10) school day period, the grievance shall be transmitted to level four.

4. Level Four – Arbitration

If the Association determines that the grievance is meritorious, it may submit the grievance to binding arbitration within five (5) school days of the Superintendent's disposition. Arbitration may be invoked only with the approval of the Association, and in the case of an employee grievance, only with the approval of the public employee.

Within ten (10) school days after written notice to the Superintendent, the Superintendent and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a written request for a list of three arbitrators shall be made to the Public Employment Relations Board by either party. The parties shall determine by lot which party shall have the right to remove the first name and shall do so within two (2) school days. The other party shall have one (1) additional school day to remove one of the two remaining names. The person whose name remains shall be the arbitrator.

The arbitrator so selected shall confer with representatives of the Board and the Association and hold a hearing promptly and shall issue his/her decision no later than fifteen (15) school days from the date of the close of the hearings, or, if oral hearings are waived, then from the date the final statements and proofs on the issue are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. His/her authority shall be limited to deciding only the issue, or issues, presented to him/her by the school district and the Association.

Expense for the arbitrator's service shall be borne equally by the school district and the Association.

#### D. MEETINGS AND HEARINGS

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives.

#### E. RIGHTS OF EMPLOYEE TO REPRESENTATION

Any aggrieved employee shall be represented at all stages of the grievance procedure by himself/herself, or at his/her option, accompanied by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present, beginning at level two, as an interested party.

#### F. GROUP GRIEVANCE

If, in the judgment of the Association, a grievance affects a group of employees, the Association may submit such grievance by filing the appropriate form with the area level principal involved, or if it is an elementary through secondary grade level grievance, with the Superintendent. The grievance filed under this procedure must be filed within twenty-one (21) calendar days from the date of the occurrence of the event giving rise to the grievance. The level at which the grievance has been filed and commenced shall be allowed fifteen (15) school days for the disposition of the grievance. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within the fifteen (15) school day period, the grievance shall be transmitted to the next level. The Association may process such a grievance through all successive levels of the grievance.



## **ARTICLE IV**

### **ASSOCIATION PRIVILEGES**

#### **A. USE OF FACILITIES**

The Association shall have the privilege to hold meetings on school district property before and after the school day, provided such meetings in no way interfere with any aspect of instructional programming. The Association shall schedule use of meeting space with the building principal.

The Association shall have the privilege of using typewriters, duplicating equipment, calculating machines, and audio-visual equipment when such equipment is not otherwise in use. The Association shall pay the cost of all materials and supplies incidental to such use.

#### **B. COMMUNICATIONS**

The Association shall have the privilege of posting notices of activities and matters of Association concern in the teachers' lounge of each school building. The Association may use the employee mailboxes for communication to employees.

## **ARTICLE V**

### **DUES DEDUCTION**

#### **A. AUTHORIZATION**

Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the School Board Secretary, by the last working day before the 5<sup>th</sup> of September, an assignment authorizing deduction from wages of membership dues in his/her professional association. The form of the assignment shall be as set forth in Schedule B. Deductions will be limited to the following memberships:

1. Postville Education Association
2. Iowa State Education Association
3. National Education Association
4. Northeast Iowa Education Unit

The form shall be obtained from and returned to the Association Treasurer.

The word "dues" shall not be construed as including initiation fees, special assessments, delinquent dues, or fines.

#### **B. REGULAR DEDUCTIONS**

Pursuant to a deduction authorization, the Board shall deduct one-twelfth (1/12) of the total annual dues from the regular salary check of the employee each month for twelve (12) months, beginning in September and ending in August.

#### **C. DURATION**

Such authorization shall continue in effect for the duration of this Agreement unless revoked in writing by a thirty (30) day notice to the Board and to the Association by the employee.

#### **D. TERMINATION**

Any teacher who terminates employment prior to June shall provide verification to the Board from the Association that dues are paid in full or that satisfactory arrangements have been made therefore.

#### E. TRANSMISSION OF DUES

The Board shall transmit to the Association the total monthly deduction for professional dues within ten (10) school days following each regular monthly pay period, and shall include a listing of the employees for whom deduction was made.

#### F. INDEMNIFICATION

The Association agrees to indemnify and hold harmless the Board, each individual Board member, and all administrators against any and all claims, costs, suits, or other forms of liability and all court costs arising out of application of the provisions of the agreement between the parties for dues deductions.

## **ARTICLE VI**

### **WAGES AND SALARIES**

#### **A. SCHEDULE**

The salary of each employee covered by the regular salary schedule is set forth in Schedule C.

#### **B. PLACEMENT ON SALARY SCHEDULE**

##### **1. Adjustment on Salary Schedule**

Each employee shall be placed on his/her proper step of the salary schedule and in accordance with Paragraph 2 below. In the case of a beginning teacher being hired with one-half year teaching experience or a teacher finishing the entire second semester of a school year, the year shall be counted as a full year credit.

Part-time teachers shall be placed on the proper salary step according to the amount and length of time for which they are hired.

##### **2. Credit for Experience**

Full credit up to and including step eight may be given for previous teaching experience gained within the past ten years. Additional credit may be given at the discretion of the Board.

#### **C. ADVANCEMENT ON SALARY SCHEDULE**

1. Employees on the regular salary schedule shall be granted one increment or vertical step on the schedule for each year of successful service until the maximum for their educational classification is reached. A year of service consists of employment in Postville Community School District for ninety (90) consecutive teaching days or more in one school year.

2. Improvement of Instruction and Educational Lanes Advancement on the salary schedule on the B.A., B.A.+12, B.A.+24, M.A., M.A.+15 will not be allowed unless graduate work is completed in the major field in which one is teaching. Accredited classes taken in the educational fields of Administration, Guidance and Counseling, Library Media, or Special Education shall also be accepted toward advancement on the salary schedule. Credit on the schedule will not be allowed for more than six (6) semester hours earned during the nine (9) months of the regular school year unless at the District's request. Credit earned during the summer vacation shall not be limited.

3. LANE AND INCREMENT SCHEDULE FOR LONGEVITY (Figured from the base)

B.A.	- no longevity increment after Step 20
B.A.+12	- a 2% increment after 5 years in Step 20
B.A.+24	- a 3% increment after 5 years in Step 20
M.A.	- a 4% increment after 5 years in Step 20
M.A.+15	- a 5% increment after 5 years in Step 20

4. Proof of Credit

The employees shall notify the office of the Superintendent of additional credit on or before September 5. Official transcripts must be on file by October 5 or the salary will revert to the previous amount with the proper deduction made in the October payroll. Such evidence must show credit which justified the placing of the teacher on the schedule. Teachers shall receive a new contract when they become eligible for classification in a higher training bracket after election in the spring. To receive credit at the M.A. level, the appropriate degree must be received or thirty-six (36) semester hours of credit may be accepted at the discretion of the Superintendent in place of the M.A. hours of credit that have been accepted by the Superintendent toward the B.A.+24 level shall also be accepted toward the thirty-six (36) hours of credit necessary to qualify for M.A. level. Semester hours of credit completed during the school year will not be applied toward a change of classification until the following year. **Any staff hired after the 2005-2006 contract will not have this option.**

D. METHOD OF PAYMENT

Pay Periods

Employees shall be paid in twelve (12) equal installments on the twentieth (20) of each month.

Employees shall have the option of being paid in ten (10) equal installments beginning in September. The Board has the option to limit the number of participants.

A new employee residing in the Postville Community School District may request an advancement of one-half (1/2) of their September check payable September 1.

Employees who have declared their retirement or tendered their resignation effective at the end of the current school year shall have the option of being paid the balance of their contract by June 30.

When a pay date falls on or during a school holiday, federal holiday, or vacation, employees shall receive their checks on the last previous working day.

Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee.

#### E. EXTENDED WORK YEAR

The extended work year shall be at a per diem rate. The teaching salary, excluding supplemental pay, shall be the basis for such compensation. For each day of additional service 1/195<sup>th</sup> of the contract amount shall be paid.

#### F. BONUS

In the event the Iowa Department of Education identifies a position as hard to fill, the Superintendent may provide a one-time signing bonus, not to exceed five thousand dollars (\$5,000). Recipient must successfully complete three (3) years of employment at Postville School District or reimburse the district for the full amount of the bonus.

## **ARTICLE VII SUPPLEMENTAL DUTIES**

### **A. RATES OF PAY**

Employee participation and extracurricular duties shall be compensated according to the rates of pay in the Supplemental Salary Schedule, Schedule D.

Ticket duties, bus chaperoning, and supervision duties, not filled on a voluntary basis shall be assigned by the principal or his/her designee using the principal's employee duty pool list as published during the pre-school teacher workshop. The duty pool is as clarified in Article II of this contract. The principal or his/her designee may at his discretion select individuals from outside the unit to fill those duties not filled by volunteers or assigned personnel. Notice shall be given at least forty-eight (48) hours prior to the assigned duty.

Class sponsorship shall be on a volunteer basis. The previous year's sponsors have the right to retain their position. The remaining positions will be filled by the principal according to the reserve employee duty pool list. The list will include all employees working more than half their contract time in grades 9-12.

### **B. SCHOOL IMPROVEMENT**

Teachers developing curriculum, standards or analyzing data may be given time during the contract day to complete the task. If a teacher is required to work on curriculum development, standard development or data analysis outside of the contract day, compensation will be at twenty dollars (\$20) per hour.

### **C. SUPERVISION OF STUDENT TEACHERS**

The district shall forward to the employee any payments received from the college or university placing student teachers they have designated for that purpose.

### **D. SUMMER DRIVER EDUCATION**

Summer Driver Education instructors will be paid one hundred thirty dollars (\$130) per student for classroom instruction and driving time.

The Board and Association agree that should the District be unable to hire a Driver Education teacher for the above rate the parties will reopen the contract.

## **ARTICLE VIII INSURANCES**

### **A. TYPES**

#### **1. Health and Major Medical**

The school district will pay the premium cost of single coverage Plan D (\$250 deductible), plus ninety dollars (\$90) monthly (\$1080 annually) to be applied to a lower deductible plan, family coverage or cash\*.

Any employee who elects to take single Plan E (\$500 deductible) or single Plan F (\$1000 deductible) shall have the difference between single Plan D plus ninety dollars (\$90) (\$1080 annually) and premium cost of Plan E or Plan F placed into a flexible spending account, premium for family coverage of Plan E or Plan F, or cash\*.

Employees who elect to take a qualified high deductible health plan (G,H,I) shall have the difference between single Plan D plus ninety dollars (\$90) (\$1080 annually) and the premium cost of the high deductible plan placed into a Health Savings Account, family coverage or cash\*. Remaining money not used for premium payments and Health Saving Account's maximum contribution shall be taken as cash\*.

Employees who elect to take a qualified high deductible health plan (G,H,I) and are not eligible to contribute to a Health Savings Account shall have the difference between single Plan D plus ninety dollars (\$90) (\$1080 annually) and the premium cost of the high deductible plan placed into a Flexible Spending Account (annual maximum \$3500), family coverage or cash\*.

Cash paid to the eligible employee can be used to purchase a Tax Shelter Annuity (TSA). TSA contributions will be subject to FICA/Medicare and IPERS deduction, but not federal and state taxes.

\* Cash options will be subject to all federal and state taxes.

#### **2. Disability**

The school district shall provide disability income protection for the eligible employees to the amount of sixty percent (60%) of their actual salary (including Phase II dollars which will be paid monthly and run as a shadow schedule) with a ninety (90) calendar day waiting period before each policy goes into effect.



3. Dental

Each eligible employee shall be covered by a dental insurance plan, with a maximum coverage up to one thousand dollars (\$1,000) per year, including orthodontics. Single coverage will be paid by the Board.

4. Liability Protection

Each employee shall be protected to the extent of the liability insurance coverage carried by the school district while acting in the lawful discharge of their duties within the scope of the employment.

5. Workers Compensation

Employees may elect to supplement workers' compensation benefits from accrued sick leave.

B. COVERAGE

The insurance programs shall be twelve (12) consecutive months. When necessary, payment of premiums in behalf of the employee shall be made retroactively or prospectively to assure uninterrupted coverage

C. DESCRIPTIONS

Upon employment it shall be the responsibility of the Superintendent to inform the employee of all insure and annuity benefits. Proof of this meeting for explanations of these contract items will be shown by their signature on Schedule H.

Present employees who have been employed for the 1985-86 contract year will continue to receive full insurance benefits negotiated for full-time staff members regardless of any subsequent reduction below  $\frac{3}{4}$  FTE while employed with the Postville Community School District. Any employee hired for 1986-87 and thereafter with a contract between  $\frac{1}{2}$  time and  $\frac{3}{4}$  FTE shall receive prorated insurance benefits for health and major medical, disability, and dental. Those employees less than  $\frac{1}{2}$  time will not receive Board provided insurance programs.

The Board shall provide each employee copies of the insurance coverage provided herein as soon as practicable after the beginning of the school year or date of employment. The Board will be responsible for providing insurance information in the form of applications and enrollment meetings.

#### D. CONTINUATION

In the event an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned benefits shall continue throughout the balance of the school year.

Employees on unpaid leave for one (1) month or longer shall have the option to continue any or all of the insurance programs by paying the premiums themselves to the Board within thirty (30) days of the billing date.

#### E. SELECTION OF CARRIERS

All insurance program carriers shall be selected by the Board after considering the recommendations of the Association.

Comparable coverage in benefits will be maintained if a change in carriers occurs.

## **ARTICLE IX**

### **LEAVES OF ABSENCE**

#### **A. ASSOCIATION LEAVES**

The Postville Education Association shall be allowed five (5) unit member days within a school year to attend conference, conventions, or other activities of the Northeast Iowa Education Unit, and State or National affiliated organizations. These days shall be with full pay, and the Association shall pay the cost of the substitute if one is hired by the District.

In the event it is mandatory for an employee to participate in negotiation or grievance proceedings during school hours, the employee shall suffer no losses of pay or other benefits. An employee who becomes a full-time officer or staff member of the State or National Education Association shall be granted, upon request, an unpaid leave of absence for one year, provided written notification is given to the Board prior to April 1. The Board shall allow such employee to remain part of the retirement system provided the total required contributions (employer/employee) are remitted to the Board Secretary on a timely basis for transmittal.

#### **B. EXTENDED LEAVES**

A leave of absence without pay of one year shall be granted to an employee who is unable to work because of personal illness or disability. A properly supportive statement from a physician shall be furnished to the Board. A similar leave of absence without pay for up to one school year may be granted to an employee for the purpose of caring for a seriously ill or injured member of the employee's immediate family. The immediate family shall be defined as spouse, father, mother, sister, brother, daughter, son, and children under legal guardianship. A properly supportive statement from a physician shall be furnished to the Board.

An employee granted either extended leave as described above shall return on the regular move step on the employee's return. However, if an employee works for ninety (90) contract school days, of a school year in which such leave is granted, the employee shall advance to the next step in the following contract year.

#### **C. FAMILY DEATH LEAVE**

Death in the immediate family shall be reason for not more than five (5) days in one school year of this leave without loss of pay to the employee. The immediate family shall be considered to mean: spouse, father, mother, sister, brother, daughter, son, foster children, grandparents, grandchildren, father-in-

law, mother-in-law, brother-in-law, sister-in-law, **son-in-law, daughter-in-law, and grandparent-in-law.** Death of an aunt or uncle or niece or nephew shall be reason for not more than one (1) day in one school year without loss of pay to the employee.

#### D. JURY AND LEGAL LEAVE

Any employee called for Jury duty during school hours, or who is required to appear in any judicial proceeding, shall be permitted such time. In order that no one shall suffer financial loss because of such absence, the difference between the employee's normal salary and any compensation received by virtue of such absence shall be paid by the school district.

Employees shall promptly return to work when excused from jury duty.

#### E. PARENTAL LEAVE

One (1) paid day of leave shall be granted to the father and/or mother on the child's natal day. One (1) paid day of leave shall be granted to the father and/or mother on the child's adoption day.

#### F. PERSONAL LEAVE

During each school year, each employee shall be allowed two (2) days of paid personal leave. Such leave will be accumulative up to five (5) days. Employees will apply for such leave as far in advance as possible to the building principal or his/her designee. A third day of personal leave shall be granted, but the per diem rate for a substitute will be deducted from the employee's pay.

Personal leave will not be granted adjacent to any scheduled vacation period, any holiday, unless that employee has worked in the district twenty (20) or more years and limited to five (5) employees on any given date, or during the first five (5) pupil days of the school year, or during the last five (5) pupil days of the school year. Any one taking personal leave shall not be on the school premises during school hours the day of personal leave without the permission of the building principal. Denials of personal leave under this paragraph shall not be grievable.

#### G. PROFESSIONAL MEETINGS AND EXPENSES

All certificated employees shall be granted one (1) day of professional leave. The Board shall reimburse any employee for expenses from any trip made for inservice training, for any workshop, coaching clinic, convention or similar meeting, provided an estimate of expenditures approved in advance by the Board or Superintendent. Such requests for approval of and the estimates of

expenses must be approved in duplicate on the form provided by the Superintendent. No payment will be made above actual expenses and ordinarily none above estimates filed. Denial of expenses shall be nongrievable.

#### H. SICK LEAVE

##### 1. Accumulative Benefits

All employees will be granted school days of sick leave starting at ten (10) days for the first year of full employment, eleven (11) days for the second year, twelve (12) days for the third year, thirteen (13) days for the fourth year, fourteen (14) days for the fifth year, fifteen (15) days for the sixth year and all subsequent years of employment. Unused sick leave is cumulative to a total of one hundred twenty (120) days. If an employee starts to work after the first of the school year, the amount of sick leave shall be prorated to the portion of the school year worked.

##### 2. Notification of Accumulation

Each employee shall be notified of his/her accumulated sick leave days no later than the last day of each fiscal year. Each employee shall verify acceptance of the accumulative sick leave by signing the appropriate form.

#### I. SICKNESS IN THE FAMILY

Four (4) sick leave days will be granted yearly from accumulated sick leave for illness of immediate family member consisting of spouse, child, and parent. This leave will not be cumulative.

At the discretion of the Superintendent, additional leave may be granted for serious family illness once all personal and sickness in the family leaves are exhausted. An additional five (5) days of leave may be granted for serious family illness with the employee reimbursing the district for the cost of a substitute teacher.

Serious family illness does not include family dental, eye examinations, or doctor office visits. In addition, it does not include absence from service because of non-serious illness of an immediate family member.

#### J. EMERGENCY LEAVE

At the beginning of each school year, each employee shall be granted without loss of pay one (1) day in the event of major surgery, or of an emergency

illness or injury in the immediate family. The immediate family shall be defined as a spouse, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, foster children, grandparent, or custodial child.

Major surgery shall mean that any surgery which the attending physician, prior to surgery, expects the patient to be hospitalized forty-eight (48) hours or more. The attending physician's written statement must accompany the request.

An emergency absence form shall be filled out and returned to the Superintendent's office within a reasonable time after the absence.  
See Schedule E.

#### K. ADDITIONAL LEAVE

When other applicable leaves are exhausted, the Superintendent may grant additional leave requests without pay. The decision of the Superintendent is not grievable.

#### L. SABBATICAL LEAVE

1. Purpose: The Board shall grant an employee a sabbatical leave of one (1) year of study, for travel or for other reason of value to the employee.
2. Conditions:
  - a. Minimum time to qualify: In order to qualify for a sabbatical leave, the employee must have completed at least ten (10) full years of service in this District.
  - b. Pay: Sabbatical leave shall be defined as leave of absence without pay for up to one (1) year.
  - c. Coverage: All board provided insurance programs will be maintained with the employee maintaining the costs.
  - d. Number of employees: If there are sufficient qualified applicants, sabbatical leaves shall be granted to a maximum of two (2) teachers at any one time.
  - e. Return: An employee granted sabbatical leave as described above shall return on the regular move step on the employees return. However, if an employee works for ninety (90) contract school days of a school year in which such leave is granted, the employee shall advance to the next step in the following contract year.

#### **M. FAMILY MEDICAL LEAVE**

Employees of the District are entitled to family medical leave to the extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993 and the regulations implementing the Act.

## **ARTICLE X**

### **HOLIDAYS**

- A. The regular contract of employees shall include the following paid holidays: Labor Day, Thanksgiving Day, Christmas, New Year's Day, President Day, Easter (Good Friday), and Memorial Day. If employment extends through the first week in July, July Fourth (4<sup>th</sup>) shall also be included with the above. No employee shall be required to perform duties on any of the above holidays.
- B. The Board at their discretion may use Presidents Day as a make-up day for missed days of school prior to that date. The decision of the Board is not grievable.



## **ARTICLE XI**

### **REDUCTION OF STAFF**

When one or more teaching positions are to be eliminated, the following procedures shall be followed:

- A. Elimination of positions shall first be handled by attrition.
- B. Those employees with temporary and/or emergency certification or temporary endorsements unless needed to maintain an existing program.
- C. Employees within their first (1<sup>st</sup>) year of service in the District will be reduced next, unless needed to maintain an existing educational program.
- D. The remaining employees to be reduced will be determined by RIF points within the categories, unless needed to maintain an existing educational program.
- E. CATEGORIES:

**Elementary (K-5,6\*,7\*,8\*)**  
Regular Classroom Teachers  
Bilingual Classroom Teachers  
Chapter I Reading  
Chapter I Math

**Secondary (6\*,7\*,8\*,9-12)**  
Language Arts  
Vocational Agriculture  
Social Studies  
Mathematics  
Science  
Foreign Language  
Home Economics  
Industrial Arts  
Business Education

**K-12**  
Physical Education  
Special Education  
Guidance  
ESL  
Art  
Nurse  
Vocal Music  
Instrumental Music  
Media

\*Middle School teachers with elementary endorsements will be classified as elementary regular classroom teacher. Middle School teachers with a secondary endorsement will be classified in their appropriate secondary discipline.

#### **F. RIF POINTS**

- 1. Each certified staff member shall be allotted one (1) point for each full year of service in the Postville Community School District. Part-time certified staff shall be allotted pro-rated points on the fraction of time for each year's contract.
- 2. An additional one (1) point may be allotted for service earned in another school district (three (3) points maximum).
- 3. An additional six (6) points may be allotted for horizontal placement on the salary schedule for educational attainment beyond the B.A. level. The points shall be allotted as follows:

BA+12	1 point	BA+24	2 points	BA+36	3 points
MA	5 points	MA+15	6 points		

4. The sum of years of service in the Postville Community School District, up to three (3) years of service in another school, and horizontal placement on the salary schedule shall determine the certified member's RIF points.

#### G. PROCEDURE

1. The RIF points of all certified staff in the above category where the reduction shall occur shall be compared, and the employee with the least number of RIF points in the category shall be the employee who shall be reduced from employment. However, if the employee with least number of RIF points is necessary in order for the District to maintain an existing educational program, the employee with the next lowest number of RIF points not necessary to maintain an existing program of the District shall be the employee reduced from employment. An educational program is defined as any individual course currently being offered by the District for which students receive credit.
2. If RIF points for two (2) certified staff members in the same category are equal, the following criteria shall be used in this order to determine which staff member shall be retained.
  - a. Training: The certified staff member having an endorsement(s) in his/her area of assignment.
  - b. Co-curricular Assignments: The certified staff member holding a co-curricular contract.
  - c. Recommendation made by the administration.
3. Articles XV Transfers (Voluntary and Involuntary Transfers) may not be used to circumvent the effect of this article.

#### H. RECALL PROVISIONS

1. Personnel whose staff positions have been eliminated will automatically be considered for recall for a period of two (2) years if such desire is made known to the Superintendent at the time of release.
2. Qualified staff members on leave shall be reinstated in inverse order of placement on leave whenever equivalent vacancies exist. The District's offer of such position shall be sent by certified mail to the employee's last known address. The employee shall accept or reject the position by

certified mail to the Superintendent within twenty (20) days of mailing of the notice and shall agree to assume the position within thirty (30) days or all recall rights are forfeited.

3. Employees employed to fill a vacancy created by the awarding of a leave of absence or employed after September 1 shall not be eligible for the benefits of this Article.

#### I. NOTIFICATION

1. The administration shall provide written notice to the Postville Education Association and to the affected teachers of such possible reductions of staff that may become effective the following year.
2. The above notice shall be given to the potentially affected personnel in accordance with the Code of Iowa.

#### J. BENEFITS

1. Any teacher who is re-employed for a position after staff reduction shall be placed on the salary schedule in effect at the time of recall at the step above the one in effect at the time of his/her departure. Sick leave and seniority shall be reinstated at the level it would have been during the year after elimination.
2. Should an employee be reassigned in another subject area, years of experience in the previous subject area shall be retained.

- K. The Board shall annually provide the PEA with a current list of those who have retained such recall rights provided by this policy.

#### L. SENORITY LIST

No later than November 1 of each school year the District shall post in all school buildings and deliver to the Postville Education Association a list showing the RIF points of each employee employed by the Board, the employee's area of certification, and the courses taught. Any protest of common error and/or omission from the seniority list must be made to the District within five (5) work days from the date of posting the seniority list, otherwise the list will stand as being correct.

## **ARTICLE XII**

### **PHYSICAL FITNESS QUALIFICATIONS**

#### **A. PHYSICAL EXAMINATIONS**

- All new employees shall present evidence of good physical health prior to their initial payment.

The cost of the initial physical examination will be reimbursed by the Board up to a cost of \$150.

A medical examination form (Schedule I) shall be filled out and returned to the Superintendent's office.

## **ARTICLE XIII**

### **SAFETY PROVISIONS**

#### **A. USE OF REASONABLE FORCE**

An employee may, within the scope of his/her employment, use and apply such amount of physical force as is reasonable, necessary and lawful to maintain discipline and control.

#### **B. REPORTING ASSAULTS**

Employees shall, as soon as possible, report cases of assault suffered by them within the scope of their employment, to their principal, and, if deemed necessary, to the police. The Superintendent, or his/her designee, shall act as liaison between the employee, the police, and the courts, if so requested by the employee.

#### **C. UNSAFE AND HAZARDOUS CONDITIONS**

Any known hazardous or unsafe conditions shall be brought to the attention of the administration.

Immediately upon notification of an unsafe or hazardous condition, the District shall implement steps to rectify the unsafe condition and provide the Association with a written copy of the actions taken.

The unsafe or hazardous condition shall be remedied within a reasonable amount of time.

## **ARTICLE XIV EVALUATION PROCEDURE**

### **A. NOTIFICATION**

Within two (2) weeks after the beginning of the regular school year, the building administrator shall acquaint each teacher under his/her supervision with the Iowa Teaching Standards, criteria, the observation and evaluation procedures, and the evaluation instruments. Subsequent additions to the staff will be briefed in the same manner. No formal evaluation shall take place until such orientation has been completed.

### **B. DEVELOPMENT OF PLANS**

Teachers who will be working individually on a one (1) year plan will meet with their administrator to review, refine and finalize the plan by October 1. Individuals who are designing a multiple year plan and teams of staff who will be developing a common plan for multiple years will meet with their administrator by November 1 to review, refine and finalize their plan. The plan must address the building student achievement goals, the District's Comprehensive School Improvement Plan (CSIP) and be linked to the Iowa Teaching Standards.

Changes to the plan(s) can be made at any time. The teacher and administrator shall sign and date the changes.

### **C. PERFORMANCE REVIEW**

The teacher shall have a performance review once every three (3) years. A written review of progress should be submitted by the teacher by May 15 of year one. A form for use in providing an end of the year review shall be provided. An annual conference with the teacher and the administrator will be held to reflect progress of the career development plan.

### **D. FORMAL OBSERVATION PROCEDURES**

All formal observations of a teacher shall be conducted with the full knowledge of the teacher.

### **E. FORMAL OBSERVATIONS**

Observations shall be held on days other than immediately before or immediately after a vacation or holiday. Classroom observations shall be at least thirty (30) minutes.

The teacher and the administrator shall set up a date for the observation. There shall be a pre-conference at least three (3) working days before the observation and a post-conference within fifteen (15) working days after the observation. The administrator's written comments shall be provided to the teacher at the post-conference. All formal evaluation reports shall be signed by both parties to indicate awareness of the content of the report. The teacher's signature signifies receipt of the formal evaluation report and does not indicate either agreement or disagreement with the report.

The teacher may make written comments relative to the evaluation and performance review within fifteen (15) working days of receipt of the formal report and all such written comments shall be attached to the formal performance review.

#### F. INFORMAL EVALUATION PROCEDURES WALK-THROUGH OBSERVATIONS

All informal evaluations/walk-through observations shall be conducted with the full knowledge of the teacher. An informal evaluation/walk-through observation shall result in a written report.

A copy of the written report shall be given to the teacher at a post-conference held within fifteen (15) working days. All reports shall be signed by both parties to indicate awareness of the content of the report. The teacher's signature signifies receipt of the written report and does not indicate either agreement or disagreement with the report.

A teacher may make written comments relative to the informal evaluation/walk-through observation report within fifteen (15) working days of the receipt of the written report and all such written comments shall be attached to the report.

#### G. SUMMATIVE CAREER PERFORMANCE REVIEW

The administrator shall complete a summative career performance review based on the administrator's observations regarding the teacher's over-all performance in meeting the Iowa Teaching Standards and the teacher's career development plan. This written review shall be presented to and discussed with the teacher in the summative career performance review by May 15. All formal evaluation reports shall be signed by both parties to indicate awareness of the content of the report. The teacher's signature signifies receipt of the formal evaluation report and does not indicate either agreement or disagreement with the report.

The teacher may make written comments relative to the report within fifteen (15) working days of the receipt of the report and all such written comments shall be attached to the written report.

If the teacher has met the Iowa Teaching Standards, the administrator and teacher will begin discussion of a career development plan for the next year. If the administrator indicates that the teacher is not meeting the expectations of the Iowa Teaching Standards, those standards not being met must be identified and the information and evidence used to make this decision shall be provided to the teacher.

A new career development plan shall be developed that focuses only on the Iowa Teaching Standards not met. A performance review shall be held within the next twelve (12) months. In the event the teacher does not meet the standards, a plan of support will be determined between the administrator and teacher.

After the plan of support (not intensive assistance) has been completed, the administrator shall make one of these determinations;

1. Concern is resolved, and the teacher returns to the individual career development plan; or
2. Progress is noted, and a new support plan is developed.

#### H. REPRESENTATION

The teacher may request to have a representative present at meetings involving any observation and/or performance review.

#### I. EVALUATION SUMMARY

Evaluation determinations (conclusions) shall accurately reflect the performance of the teacher. A teacher may utilize the grievance procedure in the event the evaluation determinations do not accurately reflect the performance of the teacher. The receipt of any written document by the teacher shall be the event that begins the grievance timelines. The teacher, or the Association as the teacher's representative, may challenge the determinations under the grievance procedure.

#### J. COMPLAINTS

Complaints directed toward a teacher that are placed in his/her evaluation file shall be called to the teacher's attention within five (5) working days of the date of placement in the file.

The teacher has the right to respond in writing to any and all comments entered in the file within five (5) working days of being notified that such comments have been placed in the teacher's evaluation file and to have such written response placed in his/her file.



## **ARTICLE XV**

### **TRANSFER PROCEDURES**

#### **A. NOTIFICATION OF VACANCIES**

Within a reasonable time after learning that a vacancy exists, and it has been determined that the vacancy shall be filled, a notice to the effect that applications are being accepted shall be posted in each building.

#### **B. FILING REQUESTS**

Employees desiring a transfer shall file a written application with the Superintendent. Applications shall be submitted no later than seven (7) school days after the posted notification.

#### **C. VOLUNTARY TRANSFER PROCEDURES**

1. In considering request for voluntary transfers to fill a vacancy, the wishes of the individual employee shall be honored to the extent that the transfer does not conflict with the instructional requirement of the school system, or that the transfer is not acceptable to the Superintendent.
2. If two or more employees apply for the same position, determination as to which employee shall be transferred shall be made by the Superintendent on the basis of certification, length of service in the school system, academic preparation, and suitability for the position. If an application for voluntary transfer is denied, the applicant will be given reasons for the denial.

#### **D. INVOLUNTARY TRANSFER PROCEDURES**

When, in the judgment of the Superintendent, an involuntary transfer becomes necessary, an employee's certification, length of service in the school system, academic preparation, and suitability for the position shall be considered in determining the transfer. Being notified no later than June 30, the transfer shall be made only after a meeting between the employee involved, an Association representative if requested, and the administrator(s) involved unless master contract impasse procedures have been initiated by either party, or are in progress.

In the event the employee will not accept the involuntary transfer, said employee shall have one week in which to tender resignation should he/she choose to do so, without incurring financial penalty for obtaining a replacement, or the necessity of remaining on the staff until one is found.

## **ARTICLE XVI**

### **HOURS OF WORK**

#### **A. LUNCH PERIOD**

There shall be a paid duty-free lunch period of twenty-five (25) minutes during the workday for all employees working full-time or working through the normal lunch period.

#### **B. CONSECUTIVE HOURS**

The commencing and ending times of the workday may be altered by mutual agreement of the administration and the building teaching staff.

All part-time contracts shall consists of consecutive hours of employment unless by mutual agreement. The starting and ending times shall be set by the Board for each individual contract. Regular staff meetings, regular conferences, and supplemental duties shall not be subject to this provision.

#### **C. INCLEMENT WEATHER**

Employees shall not be required to report more than one-half (1/2) hour before or stay over one-half (1/2) hour after students attendance is required on occasions of amended student attendance hours because of inclement weather. Employees shall not be required to report when student attendance is canceled because of inclement weather.

## **ARTICLE XVII**

### **SEPARABILITY, PRINTING NOTICES, AND DURATION**

#### **A. SEPARABILITY**

If any provision of the Agreement or any application of the Agreement to any employee or group of employees is held to be contrary to law, then such provisions or application shall be deemed invalid, except to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

#### **B. PRINTING AGREEMENT**

Following agreement on the format, copies of this Agreement shall be printed within (30) days. Printing expenses shall be shared equally by the Association and the Board.

#### **C. NOTICES SIGNATURES**

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by letter at the following designated addresses or at such other addresses as may be designated by a party in written notification to the other party.

1. If by Association, to the Board Secretary at School.
2. If by the Board, to Association President at home.

#### **D. DURATION**

**This agreement shall be in effect for a three-year period from July 1, 2006 through June 30, 2009.**

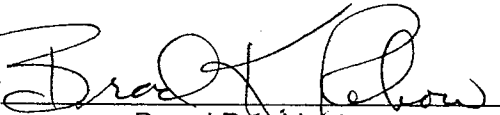
Base Salary - \$24,400 (2006-2007) 5.43%  
                  \$25,000 (2007-2008)  
                  \$25,700 (2008-2009)

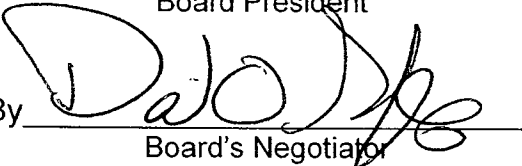
E. SIGNATURE CLAUSE

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 10<sup>th</sup> day of April, 2006.

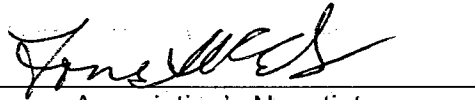
POSTVILLE COMMUNITY SCHOOL DISTRICT AND POSTVILLE EDUCATION ASSOCIATION

If deficiencies are noted, they will be accompanied by a statement of the change(s) that need(s) to be accomplished to meet district standards together with a specified period of time in which to accomplish the change or changes necessary.

By   
Board President

By   
Board's Negotiator

By   
Association President

By   
Association's Negotiator

**SCHEDULE A  
GRIEVANCE REPORT**

# \_\_\_\_\_

DATE FILED \_\_\_\_\_

POSTVILLE COMMUNITY SCHOOL DISTRICT

\_\_\_\_\_ BUILDING

\_\_\_\_\_ NAME OF AGGRIEVED UNIT MEMBER

Level of Grievance (✓) Check One

_____	Level One	-- Principal (Informal)
_____	Level Two	-- Principal (Formal)
_____	Level Three	-- Superintendent
_____	Level Four	-- Arbitrator

A. Date of Grievance \_\_\_\_\_

B. Specific section(s) of contract violated \_\_\_\_\_

C. Statement of Grievance:

D. Remedy Requested:

E Disposition shall be attached.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PEA President

Vice President

Signature \_\_\_\_\_

Signature \_\_\_\_\_

or

Grievance Chair

Signature \_\_\_\_\_

**SCHEDULE B  
DUES DEDUCTION AUTHORIZATION FORM**

LAST NAME	FIRST NAME	MIDDLE INITIAL
EMPLOYEE NUMBER*	BUILDING	SOCIAL SECURITY NUMBER
\$ _____ PEA	\$ _____ ISEA	\$ _____ NEA
\$ _____ NEIEU	\$ _____ TOTAL	\$ _____ MONTHLY DEDUCTION

I here by request and authorize the Board of Directors of the Postville Community School District, as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided herein, a sufficient amount to provide for the monthly payment of the prevailing rate of dues, which amount is to be remitted each month for me on my behalf to the Treasurer of the Postville Education Association.

It is understood that this authorization shall begin on the first payroll period following this date and shall continue through August from the date thereof. Notice to discontinue will be given by the first day of the month in which deductions are to terminate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

(\*) To be completed by office.

(This form is to be completed by each professional employee wishing dues deduction and filed in the office of the Superintendent by the last working day before the 5<sup>th</sup> of September.)

**SCHEDULE C**  
**POSTVILLE COMMUNITY SCHOOLS**  
**2006-2007 SALARY SCHEDULE**  
**\$24,400 BASE**

STEP	B.A.	B.A.+12	B.A.+24	M.A.	M.A.+15
1	24,400 1.00	24,656 1.04	26,352 1.08	28,060 1.15	29,280 1.20
2	25,376 1.04	26,596 1.09	27,572 1.13	29,036 1.19	30,256 1.24
3	26,840 1.10	28,060 1.15	29,036 1.19	30,256 1.24	31,476 1.29
4	27,816 1.14	29,036 1.19	30,012 1.23	31,232 1.28	32,452 1.33
5	28,792 1.18	30,012 1.23	30,988 1.27	32,208 1.32	33,428 1.37
6	29,768 1.22	30,988 1.27	31,964 1.31	33,184 1.36	34,404 1.41
7	30,744 1.26	31,964 1.31	32,940 1.35	34,160 1.40	35,380 1.45
8	31,476 1.29	32,818 1.345	33,794 1.385	35,136 1.44	36,356 1.49
9	32,208 1.32	33,672 1.38	34,648 1.42	36,112 1.48	37,332 1.53
10	32,940 1.35	34,526 1.415	35,502 1.455	37,088 1.52	38,308 1.57
11	33,672 1.38	35,380 1.45	36,356 1.49	38,064 1.56	39,284 1.61
12	34,404 1.41	36,234 1.485	37,210 1.525	39,040 1.60	40,260 1.65
13	34,404 1.41	37,088 1.52	38,064 1.56	40,016 1.64	41,236 1.69
14	34,404 1.41	37,088 1.52	38,918 1.595	40,992 1.68	42,212 1.73
15	34,404 1.41	37,088 1.52	39,772 1.63	41,968 1.72	43,188 1.77
16	34,404 1.41	37,088 1.52	40,626 1.665	42,944 1.76	44,164 1.81
17	34,404 1.41	37,088 1.52	40,626 1.665	42,944 1.76	44,164 1.81
18	34,404 1.41	37,088 1.52	40,626 1.665	42,944 1.76	44,164 1.81
19	34,404 1.41	37,088 1.52	40,626 1.665	42,944 1.76	44,164 1.81
20	35,624 1.46	38,308 1.57	41,846 1.715	44,164 1.81	45,384 1.86
LONGEVITY AT STEP 25					
NO LONGEVITY AT BA LANE					
25		+ .02 38,796 1.59	+ .03 42,578 1.745	+ .04 45,140 1.85	+ .05 46,604 1.91

**SCHEDULE D**  
**SUPPLEMENTARY SALARY SCHEDULE 2006-2007**  
Index from B.A. Base of \$24,400  
Years of Experience

EXTRA ACTIVITY	0-5 Yrs.		6-10 Yrs.		11-15 Yrs.		16++ Yrs.	
Head – FB, VB, BB, WR	.13	3,172	.14	3,416	.15	3,660	.16	3,904
Asst. – FB, VB, BB, WR	.09	2,196	.10	2,440	.11	2,684	.12	2,928
Head – SB, Baseball	.11	2,684	.12	2,928	.13	3,172	.14	3,416
Asst. – SB, Baseball*	.08	1,952	.09	2,196	.10	2,440	.11	2,684
Head – Track, Golf	.09	2,196	.10	2,440	.11	2,684	.12	2,928
Asst. – Track, Golf*	.07	1,708	.08	1,952	.09	2,196	.10	2,440
M.S. Winter Head	.07	1,708	.08	1,952	.09	2,196	.10	2,440
M.S. Winter Asst.	.05	1,220	.06	1,464	.07	1,708	.08	1,952
M.S. Spring/Fall Head	.06	1,464	.07	1,708	.08	1,952	.09	2,196
M.S. Spring/Fall Asst.	.04	976	.05	1,220	.06	1,464	.07	1,708
FCCLA, SES, Newstaff	.04	976	.05	1,220	.06	1,464	.07	1,708
FFA	.10	2,440	.11	2,684	.12	2,928	.13	3,172
Jr. Class Sponsor	.03	732	.04	976	.05	1,220	.06	1,464
Cheerleading Sponsor (+)	.08	1,952	.09	2,196	.10	2,440	.11	2,684
Speech	.06	1,464	.07	1,708	.08	1,952	.09	2,196
Speech Asst.*	.04	976	.05	1,220	.06	1,464	.07	1,708
Vocal Music	.06	1,464	.07	1,708	.08	1,952	.09	2,196
Instrumental Music	.11	2,684	.12	2,928	.13	3,172	.14	3,416
Play Director (per performance)	.07	1,708	.08	1,952	.09	2,196	.10	2,440
Technical Director (per performance)	.02	488	.03	732	.04	976	.05	1,220
M.S. Play Director (per performance)	.04	976	.05	1,220	.06	1,464	.07	1,708
Peer Group, Annual	.04	976	.05	1,220	.06	1,464	.07	1,708
National Honor Society	.02	488	.03	732	.04	976	.05	1,220
H.S. Student Council (+)	.04	976	.05	1,220	.06	1,464	.07	1,708
M.S. Student Council (+)	.02	488	.03	732	.04	976	.05	1,220
Musical Accompanist	.02	488						
H.S. Musical Stipend					\$150			
Out of School Assignments					\$12 per event			
Bus Trips								
Under 100 miles (one way)					\$15 plus ticket/event			
100 miles or more (one way)					\$40 plus ticket/event			
Class Sponsors (Does not include the junior class)					\$50 per sponsor (9)			

\*Assistants will be considered when the number of participants equals or exceeds 25 for any one activity. If the number of participants drops by 5 from the number at the beginning of the season or to less than 25, the assistant coach may be eliminated by board action and the salary prorated for the amount of the season actually worked. The provisions of "Article XV - Transfer Procedure" do not apply when hiring assistant coaches.

Movement on the Supplemental Schedule from head coach to assistant coach and/or Junior High coach in the same sport is possible without loss of credit for previous experience.

Upon mutual agreement (PEA President/PCSD Superintendent) these positions (+) may be split. The position will be split based on % of responsibilities and experience using the table from Schedule D. Formula: Experience lane placement (x) percent (%) of duties (=) salary.



**SCHEDULE E**  
**EMERGENCY LEAVE FORM AND FAMILY SICKNESS FORM**

Date of absence \_\_\_\_\_

Name of Absentee \_\_\_\_\_

EMERGENCY LEAVE (Article IX, Section J)

Nature of emergency (please attach physician's written statement).

FAMILY LEAVE (Article IX, Section I)

Number of days used for family sickness to date \_\_\_\_\_

Nature of serious illness (please explain in a short narrative statement).

Applicant Signature \_\_\_\_\_

Superintendent's signature \_\_\_\_\_

Building Secretary Initials \_\_\_\_\_

This form is to be completed and returned to the Business Manager.

## SCHEDULE F

ADDENDUM TO THE CONTRACT FOR  
PHASE II OF HF 499  
BETWEEN  
THE POSTVILLE EDUCATION ASSOCIATION  
AND  
THE POSTVILLE COMMUNITY SCHOOL DISTRICT

1. A yearly Phase II calculation sheet showing available Phase II funds shall be provided by the Board to the Association by October 1 of the current school year.

The following information shall be included in this document:

- a. basic enrollment for budget year
  - b. times (x) per pupil allocation
  - c. minus (-) the number of FTE special education students to other districts
  - d. minus (-) applicable FICA and IPERS
  - e. minus (-) any shared teachers
  - f. equals (=) total available for spread/total index of staff = one pay unit
  - g. total payment to individual = 1 unit x individual index. (Part-time individuals shall be prorated.)
2. Payment will be made in monthly payments beginning in September. If total allocation received from the State is less than September calculations, or if there are changes in the staff after the start of the year, payments will be adjusted to account for differences.
  3. This Agreement shall be part of the Master Contract between the Board of Education and the Education Association.
  4. Phase II monies shall be used as the basis for calculating long-term disability insurance, extended contracts, leaves or other supplemental contracts or payments.
  5. The District will document any corrections on Phase II payment amounts due to amounts received or deductions, staff changes, state rules, revisions or errors. Any changes shall be provided to the Association at the end of the current fiscal year.
  6. Phase II will be paid by separate checks.

Postville Education Association

Postville Community School District

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE G**  
**POSTVILLE COMMUNITY SCHOOLS**  
**2006-2007 PHASE II SHADOW SCHEDULE**

STEP	B.A.	B.A.+12	B.A.+24	M.A.	M.A.+15
1	686 1.00	713 1.04	740 1.08	788 1.15	823 1.20
2	713 1.04	747 1.09	775 1.13	816 1.19	850 1.24
3	754 1.10	788 1.15	816 1.19	850 1.24	884 1.29
4	781 1.14	816 1.19	843 1.23	877 1.28	912 1.33
5	809 1.18	843 1.23	871 1.27	905 1.32	939 1.37
6	836 1.22	871 1.27	898 1.31	932 1.36	967 1.41
7	864 1.26	898 1.31	925 1.35	960 1.40	994 1.45
8	884 1.29	922 1.345	949 1.385	987 1.44	1,021 1.49
9	905 1.32	946 1.38	973 1.42	1,015 1.48	1,049 1.53
10	925 1.35	970 1.415	997 1.455	1,042 1.52	1,076 1.57
11	946 1.38	994 1.45	1,021 1.49	1,069 1.56	1,104 1.61
12	967 1.41	1,018 1.485	1,045 1.525	1,097 1.60	1,131 1.65
13	967 1.41	1,042 1.52	1,069 1.56	1,124 1.64	1,159 1.69
14	967 1.41	1,042 1.52	1,093 1.595	1,152 1.68	1,186 1.73
15	967 1.41	1,042 1.52	1,117 1.63	1,179 1.72	1,213 1.77
16	967 1.41	1,042 1.52	1,141 1.665	1,206 1.76	1,241 1.81
17	967 1.41	1,042 1.52	1,141 1.665	1,206 1.76	1,241 1.81
18	967 1.41	1,042 1.52	1,141 1.665	1,206 1.76	1,241 1.81
19	967 1.41	1,042 1.52	1,141 1.665	1,206 1.76	1,241 1.81
20	1,001 1.46	1,076 1.57	1,176 1.715	1,241 1.81	1,275 1.86
LONGEVITY AT STEP 25 NO LONGEVITY AT BA LANCE					
25		+ .02 1,090 1.59	+ .03 1,096 1.745	+ .04 1,268 1.85	+ .05 1,309 1.91

## SCHEDULE H

I \_\_\_\_\_ have met with the Postville Superintendent of Schools and the Superintendent has explained the insurance and annuity benefits. I am responsible for notifying the Secretary of the Board of Education within a reasonable time after employment for the following:

1. Signing up for the insurance benefits
2. or, signing up for the 403b annuity benefit
3. or, placing these dollars toward the family insurance benefit.
4. or, Health Savings Account / Flexible Spending Account.
5. or, cash.

Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Employee's Signature

**SCHEDULE I**  
**MEDICAL EXAMINATION FORM**

Employee Name \_\_\_\_\_

The medical examination required by the Board of Education has been made by me or under my supervision and the following conclusions are:

Tuberculosis Testing:

Mantoux \_\_\_\_\_ Date \_\_\_\_\_ and/or

Chest X-Ray \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ In my opinion this individual has no physical, emotional or mental disability, is free from tuberculosis and other communicable diseases and has no other defect which might threaten or endanger the well-being of co-workers or pupils.

\_\_\_\_\_ In my opinion this individual is physically and emotionally able at this time to perform the work assigned, but has the following disabilities or limitations. (Please indicate whether they are correctable and whether treatment is being received)

\_\_\_\_\_  
\_\_\_\_\_

I would recommend modification of work program as follows:

\_\_\_\_\_ On the basis of my examination, I feel this individual is not presently capable of performing the work assignment for the following reason(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician Signature: \_\_\_\_\_

Physician Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Nurse Salary Schedule  
2006-2007

Base Salary \$24,400

<u>Step</u>	<u>Index</u>	<u>2006-2007 Salary</u>	<u>2007-2008 Salary</u>	<u>2008-2009 Salary</u>
1	63%	\$15,372	\$15,750	\$16,191
2	66%	16,104	16,500	16,962
3	69%	16,836	17,250	17,733
4	72%	17,568	18,000	18,504
5	75%	18,300	18,750	19,275
6	78%	19,032	19,500	20,046
7	81%	19,764	20,250	20,817
8	84%	20,496	21,000	21,588
9	87%	21,228	21,750	22,359
10	90%	21,960	22,500	23,130